

Please return this form to the Columbia College Veterans Certifying Official at your campus.

Name \_\_\_\_\_ Student ID \_\_\_\_\_

**Benefit Program (Check One):**

- |                                                                     |                                                                        |
|---------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Ch. 30 - Montgomery G.I. Bill              | <input type="checkbox"/> Ch. 1606 - Selected Reserve/National Guard    |
| <input type="checkbox"/> Ch. 31 - Vocational Rehabilitation         | <input type="checkbox"/> Ch. 1607 - Reserve Educ. Assistance Program   |
| <input type="checkbox"/> Ch. 35 - Survivors & Dependents Assistance | <input type="checkbox"/> Ch. 33 - Post-9/11 GI Bill                    |
| <input type="checkbox"/> Ch. 33 - Fry Scholarship                   | <input type="checkbox"/> Ch. 33 - Post-9/11 GI Bill (Spouse/Dependent) |

**Have you previously used or applied for educational benefits from the VA?**  Yes  No

If yes, a Change of Program or Place of Training form is required. (DVA forms are available at [www.gibill.va.gov](http://www.gibill.va.gov))

*(A Change of Place of Training form is required if you previously used benefits at another Columbia College campus)*

**List all schools where benefits have been used.** (Include all prior Columbia College campuses)

School _____	Program/Major _____	Date(s) Attended _____
School _____	Program/Major _____	Date(s) Attended _____
School _____	Program/Major _____	Date(s) Attended _____

**Important information that will affect your certification:**

1. The VA requires Columbia College to evaluate and report transfer credit from ALL prior educational experiences. Therefore official transcripts from ALL post-secondary institutions where you have attended (even if the GI Bill was not used) are needed to process your admission and enrollment certification.
2. You will be certified only for those courses that apply toward your current degree objectives.
3. The VA will not allow us to certify your registration in a course for which you already have credit unless a higher grade is required for your degree. VA does not pay for repeat courses for the sole purpose of improving GPA.
4. Enrollment in classes with irregular meeting dates (8-week courses in a 16-week term or 16-week courses in an 8-week term) will affect your certification. Notify the certifying official if you enroll in a class with irregular meeting dates.
5. In order to remain eligible for VA benefits, you must maintain satisfactory progress as defined in the college catalog.
6. You must complete a Request for Certification form **EACH** term. We will not certify you until we have received this request and until you are enrolled.
7. You must notify the VA Certifying Official at Columbia College if you alter your enrollment or educational goal in any way. This includes dropping or adding a class, withdrawing completely from school, changing programs or majors, or any other changes that would affect your payment status.
8. Any adjustments in enrollment (add/drop/withdraw or discontinuing attendance) may result in an adjustment to your certification. **You must notify the certifying official if you add/drop/withdraw or stop attending class.**
9. The use of federal Tuition Assistance and the GI Bill may constitute a duplication of federal benefits. It is your responsibility to ensure there is not duplication of federal benefits.
10. The Veterans Request for Certification form should not be completed if you plan to use Top-up. If you plan to use Top-up, no certifications from the school are needed.

I have read and understand the above conditions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date